

YOUR RESIDENTIAL PROPERTY TAX APPEAL FORM, BY THE NUMBERS

Please Note: You MUST provide ALL information called for on the appeal form.

Failure to do so WILL result in the dismissal of your appeal.

For Assessment Year 20_____

This is the year of the assessment you are appealing.

Select: On the record OR Informal hearing

A decision can be rendered based on the written evidence submitted by you and the board of review without a hearing; this may result in issuance of a decision in a shorter period of time than a hearing of an appeal. OR, A decision is based upon both the written evidence submitted by you and the board of review along with testimony presented at an informal hearing which may require a longer period of time before a decision can be rendered.

YES/NO - Township equalization factor (multiplier) appeal

(Not applicable to Cook County)

Must file within 30 days of the date of written notice of the board of review township equalization factor (NOTE: The Property Tax Appeal Board ("PTAB") can only reduce the assessment by the amount of increase caused by the equalization factor having been applied).

Prior PTAB appeal docket number?

If you have appealed to PTAB previously regarding this particular property, please provide the docket number of that prior appeal.

Section II: Appellant/address/e-mail

Appellant = Owner or taxpayer of the property who initiates the appeal. Provide your name, address, telephone and e-mail address. All correspondence will be sent to this address, unless you notify the PTAB of a change of address. Identify an attorney ONLY if the attorney will be handling your appeal (i.e., the

attorney has been hired for this appeal). All contact will then only be made with the attorney.

Name of county & date/postmark of notice

Enter the name of the county where the property is located and the date of final notice of your assessment which you are appealing. Alternatively, if filing within 30 days of PTAB's decision lowering the assessment of a property for the previous year, write in "PTAB decision" and the date of the decision.

Include two (2) copies of final decision by board of review or two (2) copies of the favorable PTAB decision.

2a Parcel #; Township; Address of Property

This is identifying information of the property for which the assessment is being appealed. Every parcel of land has a property index number (PIN). The number appears on your assessment notice(s).

MORE THAN ONE PARCEL NUMBER: utilize the Addendum to Petition form available at www.ptabil.com.

2b If you are NOT the owner, provide the owner's name and address.

2c Assessment of the property

Land assessment + improvement (buildings) = total. Enter the assessments established by the board of review. "Appellant's claim" should be the amounts for land plus improvement equaling a total which you believe would be a correct assessment (i.e., what you are seeking the assessment to be). Your evidence should support this claim.

2d Select the base(s) upon which you are appealing

Check the appropriate box(es) (evidence submitted should support this claim(s)) and complete the referenced section(s) (i.e., for an equity claim, complete data in Section V).

"Contention of law" requires the filing of a legal brief detailing the contention of law you are raising.

"Recent appraisal" – requires you to submit two copies of the appraisal which must provide an estimated market value as close to the assessment date on appeal (i.e., January 1, 2008) as possible.

If additional time to submit evidence is required, a letter requesting an extension of time must be filed with the appeal petition.

2e Date and sign the appeal

The attorney (if any) or all named appellants should sign the appeal (i.e., both husband and wife if both are named appellants).

Section III: Description of Property

Complete requested data about the property being appealed. "Other improvements" refers to items such as patios, decks, inground pools, and other structures not previously identified.

Section IV: Recent Sale Data

If the basis of your claim is a recent sale or purchase of the property within three years of the assessment date, complete this section AND provide one or more of the supporting documents required as stated on the form.

Section V: Sales/Equity Grid Analysis

If the basis of your claim is comparable sales and/or assessment equity, complete the data requested for each of your selected comparables. You may re-print the form for more than four comparables, but re-number as Comp 5, 6, 7, etc. It is also permissible to create your own grid analysis with the same data requested on this

appeal form. You should also submit a copy of the property record cards associated with your property and the selected comparables which will contain a description of the improvements.

For comparable sales, please calculate the sale price per square foot (Sale price per square foot = total sale price divided by total living area square footage).

Please calculate for assessment equity claims: Improvement assessment per square foot = current improvement assessment divided by the living area square footage.

A comparable should be of similar location, style, size, age, construction, condition, features (amenities) and design as the property being appealed; each comparable should be similar in terms of value, land area and types of amenities.

Section VI: Recent Construction

If the basis of your claim is recent construction, complete the requested data and submit a contractor's affidavit/statement or documentation of the total cost as stated on the appeal form, including land value and all labor.

Section VII: Photograph(s)

Submit photograph(s) of the subject property and the comparables to assist the PTAB in evaluating the merits of your appeal.